

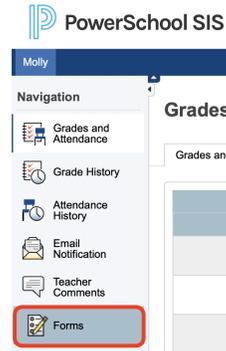
## Powerschool Parent Portal: *E-Collect Forms*

**Important Note:** Please make sure you have reset your Password and have successfully logged into the Parent Portal before proceeding with these instructions. That info is here: <https://www.wtisburyschool.org/domain/236>

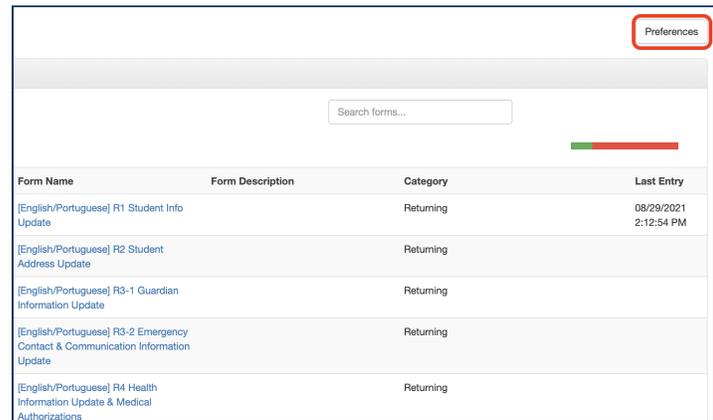
**Step 1:** Go to <https://uirsd.powerschool.com/> and

Login with your new **Username** and **New Password**

**Step 2:** Click on the **Forms** link on the left navigation menu



**Step 3:** Please double check your notification and language **Preferences** in the upper right hand corner. To translate these forms into Portuguese, please select **Portuguese** from the dropdown menu and select **Save**. This selection is permanent and cannot currently be changed.

The image shows the 'Forms' page in the PowerSchool SIS. At the top right, there is a 'Preferences' link highlighted with a red box. Below it is a search bar labeled 'Search forms...'. A table lists various forms with columns for Form Name, Form Description, Category, and Last Entry.

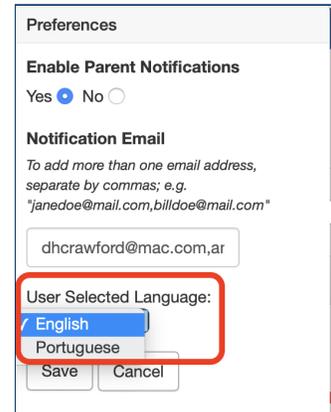
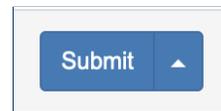
Form Name	Form Description	Category	Last Entry
[English/Portuguese] R1 Student Info Update		Returning	08/29/2021 2:12:54 PM
[English/Portuguese] R2 Student Address Update		Returning	
[English/Portuguese] R3-1 Guardian Information Update		Returning	
[English/Portuguese] R3-2 Emergency Contact & Communication Information Update		Returning	
[English/Portuguese] R4 Health Information Update & Medical Authorizations		Returning	

**Step 4:** We currently have **5 Forms** that need your verification or updated information. Please fill in any information that is currently blank. If you need to update information on a form, select **Yes** when prompted. Selecting **Yes** will turn on any field in that section that needs to be filled in.

Does any of this information need to be updated or corrected? \*

Yes  No

**Step 5:** At the bottom of every Form is a **Submit** button. Please be sure to Submit the form, before moving on to the next one. If you don't, you will lose your work. :(

The image shows the 'Preferences' dialog box. It has a title bar 'Preferences' and a close button. The first section is 'Enable Parent Notifications' with radio buttons for 'Yes' (selected) and 'No'. The second section is 'Notification Email' with a text input field containing 'dhcrawford@mac.com,ar'. The third section is 'User Selected Language:' with a dropdown menu showing 'English' (selected) and 'Portuguese'. There are 'Save' and 'Cancel' buttons at the bottom.

If you have any questions at all, please feel free to email [dhcrawford@mvyps.org](mailto:dhcrawford@mvyps.org) for help. In the next week, we will be training additional staff to be available to support you with this process.